

Criteria for Promotion Department of Philosophy and Religion

This text is taken from

https://laborrelations.rutgers.edu/sites/default/files/document/ptl_final_agreement_2018-2022.pdf

Part time lecturers are evaluated for promotion according to the following criteria and in the following manner:

A. A PTL shall be eligible for movement to PTL 2 after the PTL has completed a minimum of 12 semesters of appointments as a PTL. In order to move to a PTL 2, the PTL must do the following:

1. At the start of the 12th semester of appointment, or any semester thereafter in which the PTL receives an appointment, the PTL shall submit written notification, on a form to be provided by the Office of Academic Labor Relations (attached as Appendix D-1 or D-2, as applicable), to his/her department chair if the PTL wishes to be considered for movement to PTL 2. The PTL must have an appointment as a PTL for the semester in which they wish to be reviewed. The review will take place and be completed during the semester in which the PTL has requested to be reviewed for movement to PTL 2.

2. Such notification must be submitted at the start of the semester, but no later than September 20 for review in the Fall and no later than February 15 for review in the Spring and will include the following information: a) a list of all courses previously and currently taught by the PTL, including Campus/Unit/Department, course title, course number, and semesters taught; (b) a teaching portfolio which will include, at a minimum, a reflective narrative of the PTL's teaching; (c) the four most recent syllabi utilized by the PTL; and (d) the two most recent exams, formal assignments or tests.

3. The department chair(s) will schedule a class observation(s) by the department chair(s) or designee(s) for all courses being taught by the PTL during the semester in which the PTL seeks advancement to PTL 2. The department chair(s) will attempt to schedule the observation date with the PTL, but the department chair(s) shall have sole discretion to choose the class observation date.

4. A review of the PTL's personnel file, including a review of prior evaluations/class observation(s) also shall be part of the departmental review.

5. The chair(s) will review all materials related to the review and will make a written recommendation to the dean. The dean shall make the final decision with respect to the review and movement to PTL 2 and shall notify the PTL of the decision, in writing, no earlier than ten (10) days prior to the end of the semester and no later than twenty (20) days after the close of the semester in which the review took place. In the event that the PTL is being reviewed by department chairs overseen by different deans, the deans shall consult and reach one final decision. The Dean's decision shall be final and binding.

6. If a PTL is denied advancement to PTL 2, at the request of the PTL, the dean/chair or his/her designee shall meet with the PTL to explain the reason for the denial and shall provide recommendations for improvement.

7. PTLs seeking advancement to PTL 2 in Spring 2020 based on a Fall 2019 evaluation may be advanced to PTL 2 if they will have completed 12 to 23 semesters of appointment as a PTL through Fall 2019. PTLs seeking such advancement under this subparagraph shall not be required to have a classroom observation as provided for in Article 9(II)(A)(3) above.

B. 1) A PTL shall be eligible for movement to PTL 3 after the PTL has completed a minimum of 12 semesters of appointment as a PTL 2.

2) Except as provided for in paragraph (B)(3) below, the same process as outlined in Section II(A)(1) – (6) above shall apply to a PTL who wishes to be considered for review to PTL 3.

3) PTLs seeking advancement in Spring 2020 based on a Fall 2019 evaluation, may be advanced directly to PTL 3 if they will have completed 24 or more semesters of appointment as a PTL through Fall 2019. If a PTL has not completed 24 semesters by Fall 2019, the PTL must first seek advancement to PTL 2 before seeking advancement to PTL 3. However, the PTL shall not be required to complete 12 additional semesters before seeking advancement to PTL 3. Rather, the PTL shall become eligible to seek advancement to PTL 3 after completing a total of 24 semesters. PTLs seeking such advancement under this subparagraph shall not be required to have a classroom observation as provided for in Article 9(II)(A)(3) above.

4) Notwithstanding the provisions of paragraph A above, a PTL shall not receive credit for prior appointments towards movement to PTL 2/PTL 3 if the PTL has not taught as a PTL in the preceding three consecutive academic years. In such instances, the number of appointments credited towards movement to PTL 2/PTL 3 shall start over with any subsequent appointment as a PTL. Any PTL who has moved to PTL 2/PTL 3 shall revert to PTL for any PTL appointment following three consecutive academic years with no PTL appointment.